

UNITED STATES BANKRUPTCY COURT
OFFICE OF THE CLERK
DISTRICT OF MARYLAND

Mark D. Sammons
Clerk

www.mdb.uscourts.gov

8308 U.S. Courthouse
101 W. Lombard Street
Baltimore, Maryland 21201
(410) 962-2688

October 25, 2002

VACANCY ANNOUNCEMENT
CASE ADMINISTRATOR

SALARY RANGE: CL25 (\$30,727 - 49,924)

LOCATION: Baltimore MD.

ANNOUNCEMENT DATE: 10/25/02 **CLOSING DATE:** 11/15/02

The Clerk's office is in search of an individual to fill the position of Case Administrator in our Baltimore, Maryland office. We are looking for individuals who will enjoy working as a member of a self-directed team of case administrators in a dynamic and enterprising organization. The U.S. Bankruptcy Court is a progressive, forward thinking organization whose goal is to provide quality customer services. If you have a positive attitude, self-motivated, assertive, energetic, and seeking a position in an organization that thrives on change and values teamwork, we welcome your participation in our recruitment effort.

Position Overview: The case administrator manages the progression of bankruptcy cases and related adversary proceedings by maintaining official case records in an automated system, monitoring the completion of the required procedural steps, and performing the necessary noticing, administrative and clerical tasks. Duties include: opening cases, cashing, making summary entries on the docket; managing cases to ensure timely progression by reviewing incoming documents to establish dates for calendaring of court hearings and examining documents to determine nature of action for appropriate follow-up, interacting with trustees and counsel; processing claims; processing case conversions; preparing cases for closing; assisting customers of the clerk's office by providing case status information and making case file documents available for inspection.

Qualifications: Must be a team member who is dependable, detail oriented and able to work in a multitask, fast paced environment. Qualified applicants will have progressively responsible clerical experience, computer skills and good communication and interpersonal skills. This knowledge should include a positive customer service orientation, record-keeping and regular use of a computer. Some college and/or prior court/legal experience is preferred. Two years specialized experience, including at least one year equivalent to work at the CL-24 level is required.

How to Apply: Please send a resume (including salary requirement) and cover letter to Rebecca M. Tate, Human Resources, U.S. Bankruptcy Court, 101 W. Lombard St., Suite 8308, Baltimore, MD. 21201. The successful candidate for this position is subject to a National Crime Information Center (NCIC) background records check and a mandatory electronic direct deposit of salary payment.

U.S.B.C. employees are not covered under civil service appointment restrictions. The U.S.B.C. is an Equal Opportunity Employer with full federal government benefits.